

<b>Job Title</b>	<b>Bilingual Intake Specialist (INTAK02434)</b>
<b>Employer/ Agency</b>	<i>DePelchin Children's Center is an accredited foster care and adoption agency, serving the most vulnerable children and families in Texas and working to break the cycles of abuse and neglect.</i>
<b>Job Description</b>	The bilingual Intake Specialist is responsible for providing quality response to callers, clients and their families, and referral sources requesting information or access to DePelchin programs. This position requires someone with strong interpersonal and verbal skills, and the ability to handle crisis-oriented situations. It involves being accountable for a smooth and efficient admission/intake process.
<b>Qualifications</b>	<p><b>Experience Required:</b></p> <ul style="list-style-type: none"> <li>• High School Diploma or GED.</li> <li>• One (1) year customer services experience.</li> <li>• Fluent in Spanish. English required.</li> <li>• Some experience in crisis management.</li> <li>• High level ability to work autonomously.</li> <li>• Minimum of 40 WPM typing or data entry experience.</li> <li>• Basic knowledge of Microsoft Work and Microsoft Excel or similar software.</li> </ul> <p><b>Experience Preferred:</b></p> <ul style="list-style-type: none"> <li>• Minimum of 2 years' experience in admission for mental health facility preferably serving children/adolescents.</li> <li>• Two (2) years providing customer service in similar setting.</li> <li>• Two (2) years' experience answering high volume telephone activity.</li> <li>• Experience with data management.</li> </ul>
<b>Salary/Hours</b>	Hiring Range: \$30,362 - \$33,398 Classification: Full-time, Non-Exempt
<b>Employer/Agency</b>	DePelchin Children's Center
<b>Address</b>	4950 Memorial Dr.
<b>City, State, Zip</b>	Houston, TX 77007
<b>Contact Person</b>	Helen Powell
<b>Contact Title</b>	Talent Acquisition Specialist
<b>Telephone Number</b>	713-802-7643

<b>Fax Number</b>	713-802-7676
<b>Email Address</b>	careers@depelchin.org
<b>Application Method</b>	Click on the link to apply: <a href="https://recruiting.ultipro.com/DEP1000DCC/JobBoard/d24d005f-97d2-41ec-a969-02533535def2/OpportunityDetail?opportunityId=d0d036b2-c15c-4e36-b71e-23796f8bcfb0">https://recruiting.ultipro.com/DEP1000DCC/JobBoard/d24d005f-97d2-41ec-a969-02533535def2/OpportunityDetail?opportunityId=d0d036b2-c15c-4e36-b71e-23796f8bcfb0</a>
<b>Opening Date</b>	Immediate

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@central.uh.edu](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.